



Michigan e-Transcript Initiative Information for Parents



Overview

This document provides parents/guardians of a high school student a general introduction to the Michigan e-Transcript Initiative and the Docufide Secure Transcript™ service offered at the child's school.

Michigan e-Transcript Initiative

The State of Michigan's Center for Educational Performance and Information (CEPI) has partnered with Docufide, Incorporated to offer the Michigan e-Transcript Initiative. Under this initiative, Docufide supplies electronic transcript exchanges through its Secure Transcript™ service. The State of Michigan provides this program to all public and private/independent Michigan high schools and postsecondary institutions at no cost to either the students or the schools. The FERPA-compliant (Family Educational Rights and Privacy Act) service allows a student or alumni to send a transcript and other supporting admission documents from his/her high school or college to more than 4,000 other colleges and universities nationwide, as well as to third-party destinations.

Docufide

Docufide is the leading provider of educational records management services. Its flagship service, Secure Transcript™, manages the ordering, processing and secure delivery of student records for K-12 and postsecondary institutions nationwide. Docufide, Incorporated is headquartered in Los Angeles, California, with representatives throughout the United States.

Benefits of the Docufide Secure Transcript™ Service

- The request process is streamlined for both current and alumni students.
- All Michigan public universities, community colleges, and several independent colleges have signed up to receive electronic transcripts through this service.
- Transcripts can be requested online 24 hours a day/seven days a week through the school's Web site or the Michigan College Access Portal (MichiganCAP).
- There is no charge to have transcripts sent to participating colleges in Michigan and partner states.
- Students are automatically notified when transcripts are processed and received, reducing anxiety.
- Transcripts are quickly delivered to Michigan and nationwide colleges and scholarship programs.
- Transcripts are processed electronically for your school for delivery to any destination nationwide.

How the System Works

- To send a transcript, a student or alumni goes to the Michigan E-Transcript link on his/her school's Web site or the Michigan College Access Portal (MichiganCAP), completes a one-time five-minute registration and identifies the desired transcript recipient(s).
- The system promptly processes the order and notifies the sending school's administrator of the request via e-mail. The sending school's administrator retrieves the student's transcript from the school's student information system and "prints" it to Docufide's Secure Transcript™ printer. Docufide then delivers the transcript to the receiving destination(s) in the acceptable format for the receiving destination.
- The receiving destination is notified via e-mail that a transcript is available for download (if an electronic recipient). The receiving destination's administrator logs into the Docufide system and downloads the transcript. If the receiving destination is not yet an electronic recipient, the transcript is delivered via US mail and instructions are provided for how to become an electronic recipient.
- The requester is notified via e-mail every step of the way: 1) when his/her transcript request is received by Docufide, 2) when the sending school's administrator process the request and 3) when the receiving destination's administrator downloads the transcript.

Services Available to Students

- Transcripts can be requested online 24 hours a day/seven days a week through the school's Web site or the Michigan College Access Portal (MichiganCAP).
- There is no charge to have transcripts sent to participating colleges in Michigan and partner states.
- The database of electronic recipients is searchable and up-to-date. This means that your child does not need to know the address of the receiving destination.
- Your child can still send transcripts to non-registered destinations. However, a fee is applied. This fee needs to be paid via credit card, debit card or cash card (cash cards are available at most local grocery stores and pharmacies). Please consult with your child's school on how to handle fee-generated requests.
- Your child receives e-mail confirmations every step of the way, which eliminates anxiety and the need for follow-up with school staff.
- The Docufide system keeps track of all transcripts your child sends throughout their college and career path.
- Docufide provides your child the opportunity to import their college application ID directly onto their transcript, which enables the receiver to match up incoming documents.
- Your child has the opportunity to request his/her current transcript or the final transcript.
- Your child receives a confirmation of all transcripts requested.
- A Student Tab is available in the Docufide system to enable your child to update his/her information as needed throughout their college and career path.
- The Docufide system provides online training at your child's fingertips to help your child every step of the way when requesting a transcript.

Tips

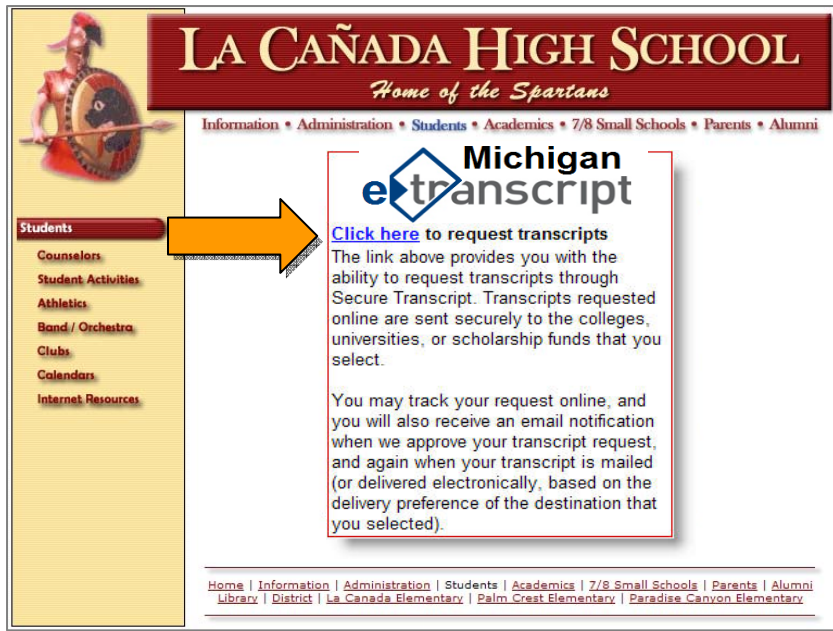
- Become familiar with the Docufide Secure Transcript™ Service. This document provided an overview, but more information is available on the CEPI Web site at www.michigan.gov/cepi.
- Complete the five-minute student online registration with your child. Going through this process will help ensure that the information imported is correct, which will enable Docufide to easily match up your child's online request with the transcript Docufide receives.
- Look for the Welcome Message upon your child's log in. The school has the opportunity to post information regarding procedures specific to the school, such as how to handle fee-generated destinations, why a hold on a transcript may occur and the dates when the staff will not be available to process transcripts.
- Know the school's policy on sending transcripts to fee-generated destinations. This information may appear in the Welcome Message, in the student handbook and/or in the guidance counseling office. Encourage your child to know the policies and how to implement them.
- View the Student Tab feature in the Docufide system with your child. Make sure information is up-to-date and know the procedure for how to change it. If this information is not up-to-date, this may delay transcript processing.
- Complete a transcript request with your child. Make sure he/she becomes familiar with the destination selection buttons, the FERPA agreement acceptance, the fee collection screen (if fees apply) and the confirmation page. Selecting "Other Destination" when the destination already appears in Docufide's searchable database will incur fees.
- Remind your child to use the Application ID feature when requesting a transcript. Explain the potential benefits of importing this ID into the online field, such as: 1) helps ensure a complete admissions submission and 2) a faster admission notification.
- Follow up with your child to make sure a transcript was requested for those postsecondary institutions, scholarship funds or employers that require one.
- Remind your child to keep an eye out for the e-mail notifications that he/she will receive. These notifications provide information to your child each step of the way.
- Make sure your child can locate the Transcript ID Number on the Order Status screen. This number is to be used for any inquiries pertaining to that transcript request.

Contact Information

If you have questions about the approval of your child's transcript request, contact the school. If you have questions about the receipt of a transcript sent by mail, contact the college or destination it was sent to. For all other questions, please visit Docufide's [customer support page](#).

Requesting a Transcript

Step 1: Go to the school's Web site, find the Michigan e-Transcript link, and click on it. Look for the link on the homepage, guidance counseling page, and perhaps the alumni page.



Step 2: A simple five-minute registration must be completed by the parent/guardian of a minor child to set up an account, and only has to be completed one time. This one-time registration gathers basic student information to enable Docufide to match a student's or alumni's request with the transcript data Docufide receives from the school. Through this account, students can track the transcript requests they have made throughout their educational career.

A screenshot of the Docufide registration form. The form is titled "Docufide" and has a "Registration" tab. Below the tab, it says "CREATE ACCOUNT & PASSWORD" and "Create your Docufide account. If you already have a Docufide account, [log in here](#)." There are two radio buttons: "I am registering with Docufide on my own behalf." (selected) and "I am a parent or guardian registering with Docufide on behalf of my minor child." An orange arrow points to the first radio button. A note at the bottom right says "* = Required Field". The form is divided into four sections: "PERSONAL INFORMATION" with fields for First Name, Middle Name, Last Name, Suffix, Gender, Date of Birth, and SSN (last 4 digits); "CONTACT INFORMATION" with fields for Country (USA), Address, City, State or Province, Zip or Postal Code, and Phone Number; "LOGIN INFORMATION" with fields for Email Address, Confirm Email Address, Password, Confirm Password, Security Question, and Security Answer. The form is styled with a blue header and a light gray background for the input fields.

Step 3: Click on the Academic Destinations tab to search Docufide's database all colleges and universities nationwide. Multiple destinations can be searched and selected. Searches can be performed on the name of the destination, the city, state, and/or country. Simply click on the box next to the desired destination to select that destination as a recipient of the transcript.

The National Collegiate Athletic Association (NCAA), Common Application, Student's Address and Other Destinations are also eligible recipients of the transcript. To send the transcript to one of these destinations, select the appropriate tab and then check the box to select it as a destination.

Select Destinations

Select the recipients of your transcript from Portage Central High School.

Academic Destinations
NCAA
Common Application
Myself
Other Destinations

Search for colleges and universities and other academic institutions, such as scholarship funds. If you cannot find your institution in your initial search, try entering fewer characters such as "harvard" rather than "harvard university".

If you still cannot locate the institution, select **"Other Destinations"** to provide an electronic or paper address for the destination.

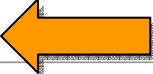

[Click here](#) to view a tutorial on placing your transcript request.

Country:

State/Province:


Institution Name:

Included Institutions: ☒ Undergraduate Admissions
☒ Other Institutions (including scholarship funds)

	Name	City	State/Province	Country
<input type="checkbox"/>	Andrews University	Berrien Springs	Michigan	United States
<input type="checkbox"/>	Central Michigan University	Mount Pleasant	Michigan	United States
<input type="checkbox"/>	Cleary University	Ann Arbor	Michigan	United States
<input type="checkbox"/>	Concordia University (MI)	Ann Arbor	Michigan	United States
<input type="checkbox"/>	Cornerstone University	Grand Rapids	Michigan	United States
<input type="checkbox"/>	Davenport University	Grand Rapids	Michigan	United States
<input type="checkbox"/>	Eastern Michigan University	Ypsilanti	Michigan	United States
<input type="checkbox"/>	Ferris State University	Big Rapids	Michigan	United States
<input type="checkbox"/>	Grand Valley State University	Allendale	Michigan	United States
<input type="checkbox"/>	Kettering University	Flint	Michigan	United States
<input type="checkbox"/>	Lake Superior State University	Sault St. Marie	Michigan	United States

If a desired Other Destination is not listed in Docufide's database, such as the student's address, an employer or insurance company, an online form will appear. Fill out the required fields so Docufide can deliver the transcript. The form on the right must also be **signed and faxed** back to Docufide, to remain compliant with the Family Educational Rights and Privacy Act (FERPA).

<p>Add New Destination</p> <p>⚠ At the end of your order, you will need to print and fax a Docufide transcript request form only deliver your transcript to this destination once this form with your signature is on file</p> <p>Enter the information for the destination where you would like to send your transcript.</p> <p>Destination Name: <input type="text" value="ABC Scholarship Fund"/> *</p> <p>Contact Name: <input type="text" value="Scholarship Fund"/> *</p> <p>Contact Name: <input type="text"/></p> <p>Phone Number: <input type="text" value="555-555-5555"/> *</p> <p>Select a delivery method. Selecting one of the following methods is required.</p> <p><input checked="" type="radio"/> Electronic Download \$3.00 Docufide will arrange for your transcript to be securely downloaded at the destination you have chosen.</p> <p>Email Address: <input type="text" value="jsmith@abcscholarship.org"/> *</p> <p>Confirm Email Address: <input type="text" value="jsmith@abcscholarship.org"/> *</p> <p><input type="radio"/> Mail Delivery \$5.00 Docufide will send your transcript on special paper via US Mail to the destination you chose.</p> <p>Attn: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Zip: <input type="text"/></p> <p><input type="checkbox"/> Send overnight (\$25.50 fee for overnight delivery)</p> <p>Back</p>	<p style="text-align: right;">Print This Page</p> <p style="text-align: center;">Docufide™</p> <p style="text-align: center;">Docufide Transcript Request Form</p> <p>Federal regulations require your signature to be on file before we can process this transcript request as it includes one or more destinations not in our database of authorized destinations.</p> <p>Please complete the following 3 steps; then we can deliver your transcript(s).</p> <p>Step 1. Print this form If you can not print this form at this time, please return to Docufide soon, log in to your Secure Transcript account, and go to "Order Status" to access and print this form.</p> <p>Step 2. Sign your name inside the signature box I authorize Docufide as the authorized representative for Docufide Demo College, to release my complete academic transcript to the destinations indicated below.</p> <p>I certify under penalty of law that I am the individual identified in this transcript request (or a parent or guardian authorized to make this request).</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: center;">Jack A. Damoski</p> <p>Step 3. Fax this form to Docufide at (818) 888-1904 Docufide will send you email confirmation and process your request when we receive your fax.</p> <p>Student Information</p> <table border="0"> <tr> <td>Student name: Jack Damoski</td> <td>School name: Docufide Demo College</td> </tr> <tr> <td>Date of Birth: 02/19/1988</td> <td>Class Of: 2008</td> </tr> <tr> <td>Gender: M</td> <td>Student ID: 8675309</td> </tr> </table> <p>Transcript Destinations Following are those destinations selected from outside our database of authorized destinations. We can deliver your transcript to these destinations only after your signature on this form has been received.</p> <table border="0"> <tr> <td>Destination Name</td> <td>Transcript ID</td> </tr> <tr> <td>ABC Engineering</td> <td>UTKUA002GUZE</td> </tr> </table> <div style="text-align: center;">  773313G88 </div> <p style="text-align: center;">Continue</p>	Student name: Jack Damoski	School name: Docufide Demo College	Date of Birth: 02/19/1988	Class Of: 2008	Gender: M	Student ID: 8675309	Destination Name	Transcript ID	ABC Engineering	UTKUA002GUZE
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Destination Name	Transcript ID										
ABC Engineering	UTKUA002GUZE										

Step 4: After all the desired destinations have been selected, review the destinations and confirm that the selections are correct:

- The first column will display the selected destinations, with an option to remove that destination from the order. Below the name will be the delivery method (electronic download for registered recipients and US mail for non-registered recipients when the transcript must be printed and mailed by Docufide). Express delivery (for mailed transcripts) is available.
- The second column will display the transcript type. The grading period that the transcript is to reflect is an available option.
- The third column provides the opportunity to import the college application tracking number. Colleges and universities highly recommend importing the application tracking number if known.
- The last column will display the fees, if any.

Review Destinations

Review the destinations you selected to send your Portage Central High School Transcript. Select "edit delivery information" to modify the delivery information for a destination, or "remove destination" to delete a destination from the list.

Grand Valley State University [remove destination](#)

Delivery Information	Transcript Type	Special Instructions	Fee
Office of Undergraduate Admissions Allendale, MI Delivery Method: Electronic Delivery edit delivery information	<input checked="" type="radio"/> Current Transcript – including grades through 1st semester, 2010 - 2011. <input type="radio"/> Next Grading Period Transcript Transcript including grades for 2nd semester, 2010 - 2011 expected to be available on 06/09/2011.	Application Tracking Number: <input type="text"/>	Fee: \$ 0.00

University of Michigan - Ann Arbor [remove destination](#)

Delivery Information	Transcript Type	Special Instructions	Fee
Ann Arbor, MI Delivery Method: Electronic Delivery edit delivery information	<input checked="" type="radio"/> Current Transcript – including grades through 1st semester, 2010 - 2011. <input type="radio"/> Next Grading Period Transcript Transcript including grades for 2nd semester, 2010 - 2011 expected to be available on 06/09/2011.	Application Tracking Number: <input type="text"/>	Fee: \$ 0.00

Total Due: \$0.00

[cancel all destinations](#)

Step 5: Once confirming that the destinations are correct, review and accept the online agreement. This agreement keeps Docufide FERPA compliant.

Confirm User Agreement

Please read and accept this user agreement

[Print agreement](#)

DOCUFIDE SECURE TRANSCRIPT SERVICE AGREEMENT (STUDENT AGREEMENT):

Docufide, Inc. ("Docufide") is pleased to offer you its Secure Transcript Service (the "Service") to deliver your academic transcripts to the colleges, universities, and other destinations of your choice on the following terms and conditions. **By selecting the "Accept Agreement" button below, you agree to the following terms and conditions.** If you do not complete the on-line information below or if you do not agree with these terms and conditions, you may not use the Service. The Service operates in compliance with the Family Educational Rights & Privacy Act ("FERPA") (20 U.S.C. Section 1232(g)). If you are under the age of eighteen (18) years, your parent must agree to and submit the registration form for the Service.

Your use of the Docufide Service is also subject to the terms and conditions contained in the [Terms of Use](#), which govern the use of this Web site, and which Docufide may modify from time to time. It is important that you understand and are comfortable with the level of the privacy accorded your transcripts and other personal information you provide. Please review our [Privacy Policy](#), which Docufide may update from time to time, which explains what measures we take to protect your personal information and what information may be used.

1. PERMISSION. Upon your successful registration with Docufide, you will be issued a user name and a user-selected password. You must use your user name and password combination in all of your communications with Docufide, and you are responsible for all actions taken for the use of your user name and password combination. By using the Service you hereby grant Docufide the following rights: A) to obtain your academic transcripts from your academic institution; B) to send your academic transcripts to the destinations of your choice (i.e. those identified in an instruction using your user name and password combination).

Step 6: Any payments are processed online. If no fees are incurred, the payment step is automatically skipped.

 Secure Transcript

REQUEST TRANSCRIPTS

Provide Payment Information

Enter the information for a credit or debit card to complete your request.

If you are using a parent's credit or debit card with permission, please make sure to enter their name and billing address.

Credit: \$0.00

Balance Due: \$2.55

Card Information

* Card Type:

* Card Number:

* Expiration Date:

Billing Address

* First Name:

* Last Name:

Upon completion of the transcript request a confirmation is provided.

John Jackson , thank you for your order

Thank you for ordering your transcripts through Secure Transcript. You have requested that we send transcripts to the following institutions:

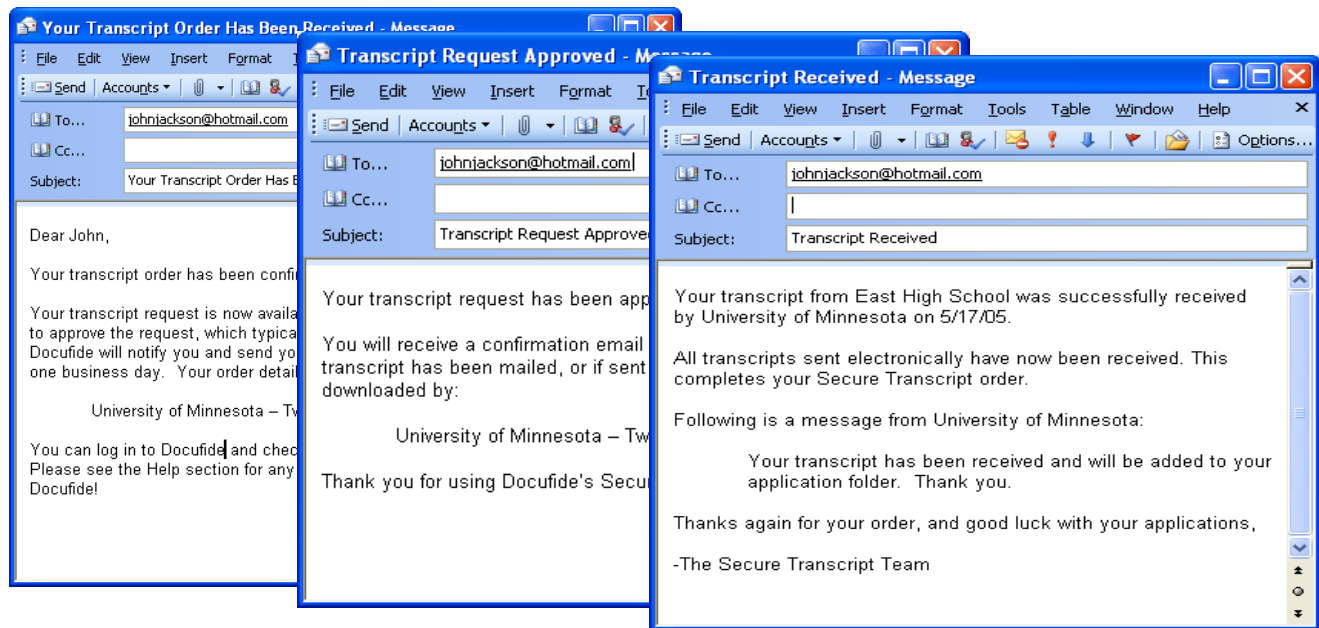
ORDER DETAILS

Transcript ID Number	Recipient	Delivery Method	Secondary School Report	Transcript Type	Fee
T03D569	Des Moines Area Community College	Electronic download	NA	Current Transcript	\$0.00
T03D5CA	Iowa State University	Electronic download	NA	Current Transcript	\$0.00
T03D5XD	NCAA Eligibility Center	Electronic download	NA	Current Transcript	\$0.00
T03D5VD	University of Iowa	Electronic download	NA	Current Transcript	\$0.00

We thank you for your order. Here's what you can expect next.

Confirmation	<ul style="list-style-type: none">➤ Please print this page for your records.➤ You will receive confirmation by email that we have received your order.
Approval	<ul style="list-style-type: none">➤ Your transcript request is now available to Screaming Eagle High School. If you selected "Transcript including grades for the current semester" for one or more transcripts, your school will be asked to hold approval of those requests until grades are posted for the current grading period.➤ As soon as your school approves and uploads your transcript to Docufide you will be notified by email.
Delivery	<ul style="list-style-type: none">➤ Docufide will process your transcript for delivery by mail and/or electronic delivery (based on the preference of the destinations you selected).➤ Colleges who receive them electronically can download them immediately. You will be notified as soon as they do.
Order Status	<ul style="list-style-type: none">➤ If you have any questions about your order, you can log on to Secure Transcript at any time, and by going to "Order Status", view the status of your transcript requests. You may also request additional transcripts without having to re-register.➤ If you have any questions, please email us at customerservice@docufide.com.

Automated confirmation e-mails are sent when the request is received, approved by the school administrator and upon delivery.



This completes the transcript request process. For more detailed information on the request process including the steps performed by the administrator at the sending school and at the receiving destination to complete the transcript exchange, view the CEPI Web site at: <http://www.michigan.gov/cepi/0,1607,7-113-54112---,00.html>.